



**DPS**

**Montgomery County  
Department of Permitting Services**

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## **Special Protection Area ePlans Submittal Requirements**

### **The following plans should be uploaded into the Drawings folder:**

- Grading or Site Plan. Should include:
  1. Vicinity Map
  2. Existing and proposed grading
  3. Impervious areas and improvements
  4. Existing and proposed drainage areas. Locations of study points used for calculations. If flows beyond study points converge off-site, give distance to conveyance
  5. Off-site drainage and outfalls
  6. Downstream conditions to adequacy of conveyance off-site.
  7. If site drains to an existing storm drain system, provide schematic drawing of the storm drain layout on 200' scale topography detailing the system from the point of inflow to the existing outfall
  8. Proposed development showing streets; parking lots; topography; 100-year floodplain and flow paths; existing or proposed easements for storm drains, sewers, and other utilities; building locations; location of springs, seeps and wetlands; and major soil groups
  9. Topography, profiles and cross sections as necessary to show the design is feasible and that correct design assumptions are used.
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention into the Drawings folder.

### **The following plans should be uploaded into the Support Drawings folder:**

- Approved Natural Resources Inventory and Forest Stand Delineation (if applicable).

### **The following documents should be uploaded into the Documents folder:**

- A cover letter with justification for the proposed Special Protection Area Plan application.
- Copy of the approved pre-application meeting minutes (not applicable to Water Quality Inventory)
- A copy of notifications to downstream property owners, with receipts.
- Provide location, type and hazard class of all proposed on-site stormwater management facilities, including preliminary design.
- Results of in-place soil testing. See [Soil Testing Guidelines for Stormwater Management Practices](#).
- Computations showing adequacy of existing public or private drainage systems.

**File Name Convention for Stormwater Concept or Special Protection Plan Sheets:**

<b>Sheet/Drawing Type</b>	<b>Sheet/Drawing Reference Number</b>	<b>Acceptable ePlans File Name</b>	<b>Number of Characters</b>
Stormwater Concept	0001-999	SMSC0001	8
Site Development Stormwater Management Plan	0001-999	SMSD0001	8
Combination Concept/Site Dev Stormwater Management Plan	0001-999	SMCO0001	8
<b>SPA Preliminary Water Quality Plan</b>	<b>0001-999</b>	<b>PW0001</b>	<b>6</b>
<b>SPA Final Water Quality Plan</b>	<b>0001-999</b>	<b>FW0001</b>	<b>6</b>
<b>Combination Preliminary/Final Water Quality Plan</b>	<b>0001-999</b>	<b>PWFW0001</b>	<b>8</b>
<b>SPA Water Quality Inventory</b>	<b>0001-999</b>	<b>WQI0001</b>	<b>7</b>

“001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.